



DEPARTMENT OF THE AIR FORCE

AIR FORCE RESERVE COMMAND

MEMORANDUM FOR ALL IMAS

26 Sep 05

FROM: HQ AFRC RMG/CC
755 Page Road
Robins AFB, GA 31098-2221

SUBJECT: Implementation of the Air Force Reserve Orders Writing System (AROWS)

1. Currently, the Air Force Reserve Command uses four computer-based systems to process Reserve orders – WOTS, Unit Orders, TBAS and PBAS. A new web-based system, the Air Reserve Order Writing System-Reserve or AROWS-R, combines all of these programs and will now allow both unit reservists and IMAs to use the same program. The IMA program has been selected for phase 1 implementation to AROWS-R. Effective 1 Oct 2005, all IMAs will transition to AROWS for MPA, RPA, school tour and annual tour (AT) orders.
2. AROWS-R is a web-based system that allows you to initiate the orders process from any computer anywhere in the world. Once a request has been entered into the system, the program automatically routes it through all the necessary channels. The program also checks for funding and any required waivers at the beginning of the process. AROWS-R allows you, your program management office, and finance to check the status of the orders throughout the entire process.
3. To assist your system's migration to AROWS, attachment 1 contains AROWS-R user instructions. For transition timeline purposes, RPA and MPA orders submitted prior to 1 Oct with start dates of 22 Oct 05 or earlier will be cut using current processes - ARPC for RPA orders, and CMAS/Existing MPA Process for MPA orders. All IMA tours submitted after 1 Oct 2005 regardless of tour start date will have orders published via the AROWS-R program.
 - a. **For RPA, school tour, or AT orders:** Any request submitted on or after 1 Oct, regardless of start date, will be submitted by the IMA via the AROWS system. Orders submitted before 1 Oct will be published using WOTS. If the tour start date is 23 Oct or later then you must use the AROWS-R system. Please keep in mind that all tours must be submitted at least 30 days prior to the start date.
 - b. **For MPA tours:** The same rules/dates apply as those for RPA orders. If you currently use CMAS, you will continue to request authorization for MPA days thru the CMAS system. CMAS will no longer be used produce MPA orders. CMAS will only send an allocation message for the MPA tour. MPA orders should be requested in AROWS-R by the IMA. For those commands not using CMAS, the MPA manager must provide an allocation message; subsequently, the IMA will initiate an orders application.
4. Finally, our command-wide conversion to AROWS is obviously a major systems change. As such, you may experience a temporary slow-down in your orders-processing time as everyone involved in the process becomes familiar with AROWS. To help minimize delays, we ask you to plan accordingly and provide as much advance notice on orders as you can. Please know my staff, your program management office and your BIMAA stand ready to assist you during this transition period. If you have any questions please don't hesitate to contact us.

Roxane Towner, Colonel, USAF
Commander
Readiness Management Group